



DEPARTMENT OF STATE INSTRUCTION

CONFIDENTIAL

NO.:

SUBJECT: Biographic Reporting

TO: All Diplomatic and Consular Posts

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The Foreign Service continues to have responsibility for the overt collection of biographic information on foreign nationals connected with any of these fields of endeavor and all Diplomatic and Consular posts should continue to participate in the biographic program in accordance with the procedures outlined in Vol. IV, Chapter 500, of the Foreign Affairs Manual. The contributions of all officers participating in the program will receive recognition in the Annual End-User Summary Reports as in the past. Acting officers at Foreign Service posts will include comments in Officer Efficiency Reports as to the extent and effectiveness of an officer's participation in the program. Additionally, an evaluation of each post's contributions to the over-all program will be prepared for the annual survey of post reporting and for the use of the inspectors.

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The Department, of course, is the primary user of biographic information concerning political, economic, and sociological figures and anticipates that a centralized biographic unit with strong support will be able to provide an even more effective and efficient biographic service. The Department will continue to rely heavily on that service for information on foreign delegates to international conferences, for evaluated studies of political leaders and others of national and international significance, and for biographic information required by Foreign Service establishments. The cooperation of all Diplomatic and Consular posts is therefore solicited.

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State Dept. declassification & release instructions on file

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Chiefs of Mission and Principal officers are requested to ensure that all personnel having reporting responsibilities familiarize themselves with the provisions of this instruction.

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